

ADMINISTRATIVE - INTERNAL USE ONLY

NPIC/D-345-70

12 NOV 1970

MEMORANDUM FOR: EEO Officer, DDI

SUBJECT : Equal Employment Opportunity Annual Report

1. The following are in response to the questions contained in your memorandum of 13 October 1970 regarding the annual report on Equal Employment Opportunity (EEO). I call your attention to paragraphs 2 through 5 which provide additional comments and indicate our plans for the future.

- a. Resources: Have any personnel been assigned specific EEO responsibilities or jobs, or received any training or instruction pertaining to administration in this field?

1. During the past year a white NPIC Personnel Officer, [redacted] completed a graduate level course at the George Washington University under Agency sponsorship. The course, Problems in Public Personnel Administration, devoted one half of a semester to Federal policy, procedures and problems in administering the EEO program.

- b. Recruitment: What special or conscious effort has been made to find or consider minority candidates or women in external or lateral recruitment efforts undertaken directly by your office?

1. Approximately 25% of all our new employees during the year were blacks and nearly 30% of the professional employees hired were women.

2. The Center has received from the Office of Personnel few applications from blacks for professional positions. Only three of such were entered on duty during the past year. A special effort has been made, through conversations with the Recruitment Division, to indicate our interest in seeing additional files on black college graduates. As a result, two resumes have been forwarded to us thus far and the recruiters are attempting to contact these individuals and to obtain full applications.

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3. We have also made a special effort to be aware of black military officers in the Intelligence Community who are leaving the service and seeking civilian employment. At present, we have one such officer in process for staff employment.

4. Through the resources of the Qualifications Analysis Branch, Office of Personnel, we have been able to hire two young black women for Illustrator positions who were employed by other components of the Agency. Their opportunities for advancement and career development have been enhanced by movement to these positions where their artistic training and aptitude can be used effectively.

5. The DDI Vacancy Notice system provided NPIC with a well qualified black professional woman from another Agency component to fill a GS-12, Librarian position.

- c. Utilization of Present Skills: What actions or programs have been undertaken to examine or discover unused employee capabilities among a minority group or women, and to utilize them?

1. Two blacks were selected for reassignment to Illustrator positions from clerical jobs in NPIC.

2. Two blacks were advanced from secretarial positions to Publications Editor assignments.

3. One white woman college graduate who had been hired as a secretary was reassigned to a professional position as an Analyst.

- d. Upward Mobility: What special or conscious effort has been made to identify and consider minority employees and women for training related to higher positions (e.g., substantive, supervisory, management, mid-career courses); appointments, e.g., to committees, boards, task forces; promotions (both in grade and position); reassignments (lateral, as well as vertical, which might place the employee on the higher ladder).

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1. Training

- a. One white woman attended the Mid-Career Executive Development Course during the past year.
- b. A special one month typing course was offered during duty hours at NPIC and, as a result, seven black women Clerks were able to pass the Agency qualifications for Clerk-Typist positions.
- c. Four black clerical employees have been sponsored by NPIC for specific ADP courses at the American University.

2. Appointments

- a. A black employee, [] has been appointed Executive Secretary of the IP Career Service Board.

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3. Promotions

- a. A white female employee, [] serves as Deputy Chief, Automated Information Division and was promoted to GS-15 this year.
- b. A black woman was selected for a Personnel Assistant assignment which involved movement to a higher graded position.

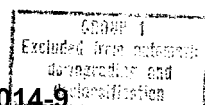
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4. Reassignments

- a. Eight professional Photogrammetrist positions have been converted to Technician jobs which will provide meaningful career oriented employment for talented employees who have been blocked in routine clerical assignments. Thus far, one white woman and one black man have been selected and reassigned to these positions.

- e. Supervisors and Managers: What specific actions have been taken to keep your line of command officers informed of the EEO program and acquainted with employee rights under it, e.g., no reprisals for seeking counsel or lodging complaints?

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Supervisors and Managers (cont'd): Have heads of offices given instructions to further this program; or evaluated supervisors for their actions in this field? What steps are taken to keep employees informed of this program and their rights under it (e.g., does each individual employee actually receive the EEO Notice and have access to it thereafter)?

1. All the Agency notices on EEO have been distributed to each employee and have been called to the attention of supervisors through announcements at regular staff meetings. Each employee has access to these notices thereafter.

2. On 18 March 1970, the Director of NPIC reaffirmed his commitment to EEO in a memorandum to senior Center officers (copy attached). The Civil Service Commission publication, "Toward Equal Opportunity in Federal Employment" was given wide distribution and every supervisor was urged to read and follow the precepts in their day-to-day personnel management.

f. Evaluation and Reports: What special measures are used to evaluate the status of minority employees and women and measures taken to ensure equal employment opportunity and improve status; what reports are made on progress in the several fields?

1. Group and Staff Chiefs have been required to report to the IP Career Service Board over the past four months on the status of programs directed toward EEO and of their plans for the future. The respective Career Panels within the Groups and Staffs were asked to assist in developing the information necessary for these reports as a means of involving the line managers in the program and to emphasize the interest of top management in concrete results.

2. The foregoing are the positive actions taken in support of equal employment opportunity programs. This record appears to be progressive and encouraging. But, in fact, I have found there is a lack of interest or ability on the part of most Center supervisors in exerting any special efforts to accomplish the various objectives of the programs. A few of the Center's supervisors are actively interested, but they are widely scattered.

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3. I believe that we can achieve more than we have been achieving. We are considering several new courses of action. The first of these is now under discussion by the IP Career Service Board and will shortly be forwarded to the Head of the IP Career Service as a recommendation for his approval. This particular recommendation involves the establishment of a Director's opportunity program for the purpose of identifying and assisting Center employees who can be qualified for and moved into better jobs through individually tailored programs of training and counseling. A Director's opportunity panel of interested and competent persons--including blacks and whites, men and women--would manage the program and assist both supervisors and individuals in accomplishing its objectives.

4. The Center is also increasing its allocations of training funds--in FY 1971, FY 1972, and for each of the five planning years from FY 1973 through FY 1977--to enable us to support more opportunity training and education.

5. I am dissatisfied with the lack of black applicants for professional jobs. I question if the Agency is doing all it might to gain such applicants.



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National Photographic Interpretation Center

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NPIC/D-322-70

9 NOV 1970

MEMORANDUM FOR: Director of Personnel

THROUGH : Chief, Administrative Staff, O/DDI

SUBJECT : Extension of Reserve Appointment -

[REDACTED]

1. This memorandum contains a recommendation in paragraph 5 for your approval.

2. [REDACTED] entered on duty on 6 September 1966 as a Photogrammetric Analyst, GS-13, with the Technical Intelligence Division, National Photographic Interpretation Center. Because of his status as a retired Army officer, [REDACTED] was appointed as a reserve employee for a five-year period which will expire on 5 September 1971.

3. [REDACTED] retired from the U.S. Army following twenty-five years of service during which he advanced from enlisted status to the rank of Lieutenant Colonel. In the course of his assignment with the Corps of Engineers, [REDACTED] gained valuable experience in the fields of mapping and charting, photogrammetry and military geographic intelligence; and for the five years immediately prior to his retirement, he served as a topographic engineer at Department of the Army Headquarters with duties which included planning and programming in the engineering intelligence field. [REDACTED] was initially assigned as a planning staff officer with the Technical Intelligence Division at NPIC where his knowledge of and experience in staff functions were of great value in the development and planning of long range estimates and objectives for this Division. In January 1968, [REDACTED] was assigned to the newly formed Planning, Programming and Budget Staff where he served initially as the staff coordinator in the implementation of a Center-wide reorganization and later assisted in the preparation of a detailed Center budget and various special studies in the area of needs analysis. In his present assignment, [REDACTED] is responsible for guidance, development and preparation of requirements for information within the scope of the Center's National Mission.

4. [REDACTED] has always effectively applied his knowledge and experience in his assignments and as a result is able to take on a diversity of projects, provide useful evaluations of current Center posture, and participate in the development of long-range plans with

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SUBJECT: Extension of Reserve Appointment -

the confidence of management officials that his performance will be exceptional. He is a resourceful and ardent worker who possesses a great deal of initiative and imagination. These assets, and his long years of intelligence experience combine to make a well-qualified officer for NPIC.

5. In consideration of valuable service to NPIC during the past four years, and his anticipated future contributions, it is recommended that his reserve appointment be extended for a period of five years.

ARTHUR C. LINNELL
Director

National Photographic Interpretation Center

CONCURRENCE:

Deputy Director for Intelligence

13 Nov 70
Date

APPROVED:

Director of Personnel

19 NOV 1970
Date

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- Original - NPIC/ODIR (After Approval)
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Personnel : 1

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NPIC/D-328-70

27 OCT 1970

MEMORANDUM FOR: Director of Personnel

THROUGH : Chief, Special Activities Staff, OP

SUBJECT :

1. Attached is the request of that his application for disability retirement be withdrawn. Although NPIC cannot judge the amount of physical discomfort which he suffers in his job, or the effect which his continued work will have on his health, we are of the opinion that it would be in his best interests and that of the Agency if he left at his earliest opportunity. He has indicated however, that retirement at this time is not economically feasible for him.

2. has been rated as a Development and Engineering Technician since 1965, however, a reorientation of the mission and functions of our Exploratory Laboratory in 1968 left him in a position for which he is not fully qualified. The fine work which he is able to do as a photographer is now overshadowed by a very real need for a well rounded laboratory technician. Several attempts at retraining him have failed in the past and we have a situation in which he is unhappy and not fully productive. has been unsuccessful in his own efforts to find a new assignment either within or outside the Agency. He has not requested that we pursue reassignment possibilities for him but our unofficial efforts have indicated that there is little hope of placing him elsewhere in the Agency.

3. As a result of poor performance and attitude, he received a Marginal rating in his annual fitness report and a letter of reprimand for a specific instance of unacceptable behavior (see attachments). In view of his long and valued service to the government in the past, every effort is being made to provide one more opportunity for him to become a productive employee again. If these efforts are not successful, we will have to recommend his separation from the IP Career Service. The Special Activities Staff, OP, has been alerted to this case previously and will be consulted prior to any future action.

ARTHUR C. LUNDAIL

Director

National Photographic Interpretation Center

Attachments: a/s

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